

## Equipment Needed

In order to file electronically in the Court, parties need the following:

- a computer running Windows or Macintosh
- Adobe Acrobat 3.0 or higher to convert documents from a word processor format to portable document format (PDF)
- a PDF-compatible word processor like WordPerfect or Word
- Internet access supporting a transfer rate of 56kbs or higher
- Netscape 4.6x or 4.7x
- Access to a scanner to image non-computerized documents would be helpful

### What if something goes wrong or the Internet site is unavailable?

While the electronic filing system is expected to be highly reliable, the Clerk's Office can assist if problems occur. A filing user whose filing is made untimely as the result of the unavailability of the Internet site due to technical failure may seek appropriate relief from the court.

### Is training available?

The Office of the Clerk of Court will conduct training seminars on electronic filing for all interested members of the bar. Also, a Users' Manual will be provided and there is a tutorial located on the court's website [pacer.njd.uscourts.gov](http://pacer.njd.uscourts.gov).

### Where can I learn more?

Additional information about the CM/ECF system and electronic filing can be obtained from the Clerk's Office or through the Court's web page [pacer.njd.uscourts.gov](http://pacer.njd.uscourts.gov).

### When is a document filed electronically considered filed?

A document is filed as of the date and time the electronic filing is completed. A filing must be completed before midnight Eastern Time to be considered filed on that day.

### How will documents be signed?

The combination of the user login and password will serve as the electronic signature of the attorney for purposes of the Federal Rules of Procedure.

### How are briefs, attachments, and exhibits handled by CM/ECF?

The procedure for handling these types of documents by the Court is currently under review, and the Clerk's Office will be providing further information at a later date.



Camden Vicinage  
4th & Cooper Streets  
Camden, NJ 08101

Newark Vicinage  
50 Walnut Street  
Newark, NJ 07101

Trenton Vicinage  
402 East State Street  
Trenton, NJ 08608

## Electronic Filing

*United States District Court  
for the District of New Jersey*



*William T. Walsh,  
Clerk*

Tel: 973-645-6697

## Electronic Filing

The U.S. District Court for the District of New Jersey will be allowing attorneys to file and retrieve documents from any location over the Internet using the Court's new Case Management / Electronic Case Files (CM/ECF) docketing system. This district is proud to have been selected to accept electronic filing over the Internet.

The CM/ECF system was developed by the Administrative Office of the U.S. Courts and is now being used by several other U.S. District and Bankruptcy Courts. The system provides



unprecedented access to Court records and has proven that widely available and inexpensive technology can accommodate electronic

filing in nearly all federal cases. It is expected that the CM/ECF system will be adopted by the majority of federal courts in the near future.

The CM/ECF system provides access over the Internet with up-to-the-second docket sheets as well as to most case documents, 7 days a week, 24 hours a day. The CM/ECF system also accepts documents filed electronically over the Internet. While it is not necessary that documents be filed electronically to have them entered into the CM/ECF system, the Court strongly encourages electronic filing.

### How are documents prepared?

Attorneys create documents on their own computers just as they do now. However, instead of printing the document on paper and delivering them to the Court, the attorneys save the documents in a portable document format that allows other system users to view the documents in their original format, regardless of the type of computer or word processing system that was used to create the documents or is being used to view them.

### How do I file electronically?

Attorneys will access the Court's electronic filing system over the Internet. After establishing their identity by entering a Court assigned user identification name and password, attorneys enter the case number in which their document is to be filed, the name of the party for whom the document is being filed and the type of document being submitted (answer, motion, etc.). The document is then transmitted to the Court's server.

### What happens next?

Once the document is received by the Court, the electronic filing system:

- Sends a receipt to the sender verifying that the document has been received.
- Updates the docket sheet.
- Makes the updated docket sheet and the document immediately available to anyone with access to the system.
- Sends a notice of filing to all parties who have agreed to receive electronic noticing.

### What if the document was not created on a computer?

The Court seeks to have as many documents as reasonably possible filed electronically. The Court recognizes, however, that some documents may not be available in electronic format, for example, certain medical records. Nevertheless, many of those docu-

ments can be easily and inexpensively scanned for electronic filing. Documents or objects that cannot be scanned reasonably will be filed and served in the traditional manner. Advance planning will help avoid the need to make last minute decisions on such matters.

### Which cases are best suited?

Electronic filing is suitable for nearly all civil and criminal cases. The only cases specifically excluded from electronic filing are those that are filed under seal.

### How will fees be paid?

Existing document fees do apply and initially, fees will be handled under existing procedures by sending payment to the Clerk's Office. In the future, CM/ECF will be modified to accept payments of fees by credit card. There are no added fees for filing documents using the CM/ECF system.

### What are the benefits?

Electronic filing streamlines the typically time-consuming and costly process of delivering legal documents to the Court and sending copies to all the parties in the litigation. Other benefits include local and remote access to dockets and documents, 24-hour filing, no waiting for file room retrieval of files, electronic noticing and reduced mail and courier expenses.

### What do I need to do?

An attorney seeking to file documents electronically in the District of New Jersey must previously be admitted to practice in this Court and will go through a registration process to file electronically. Upon completion of user training, the attorney will be assigned a user identification name and password that will permit access to the system and serve as that attorney's signature on all documents filed.